TM-3 TRAVELER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

<u>REVIEW LOCAL VOUCHER</u>

This document covers the steps for the Traveler to review a local Voucher.

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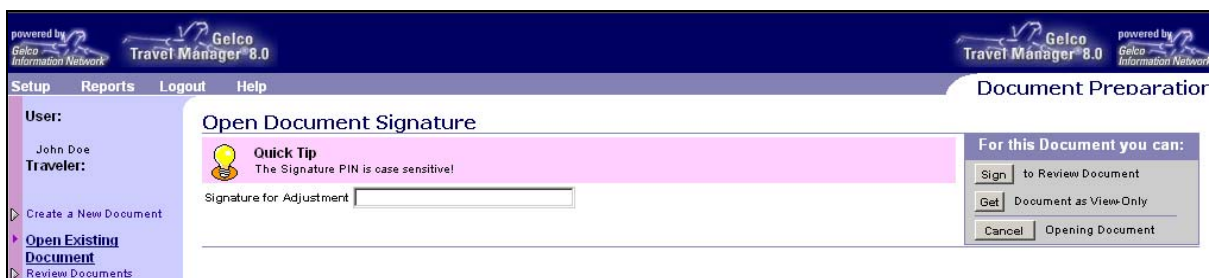
A. REVIEW LOCAL VOUCHER

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page.
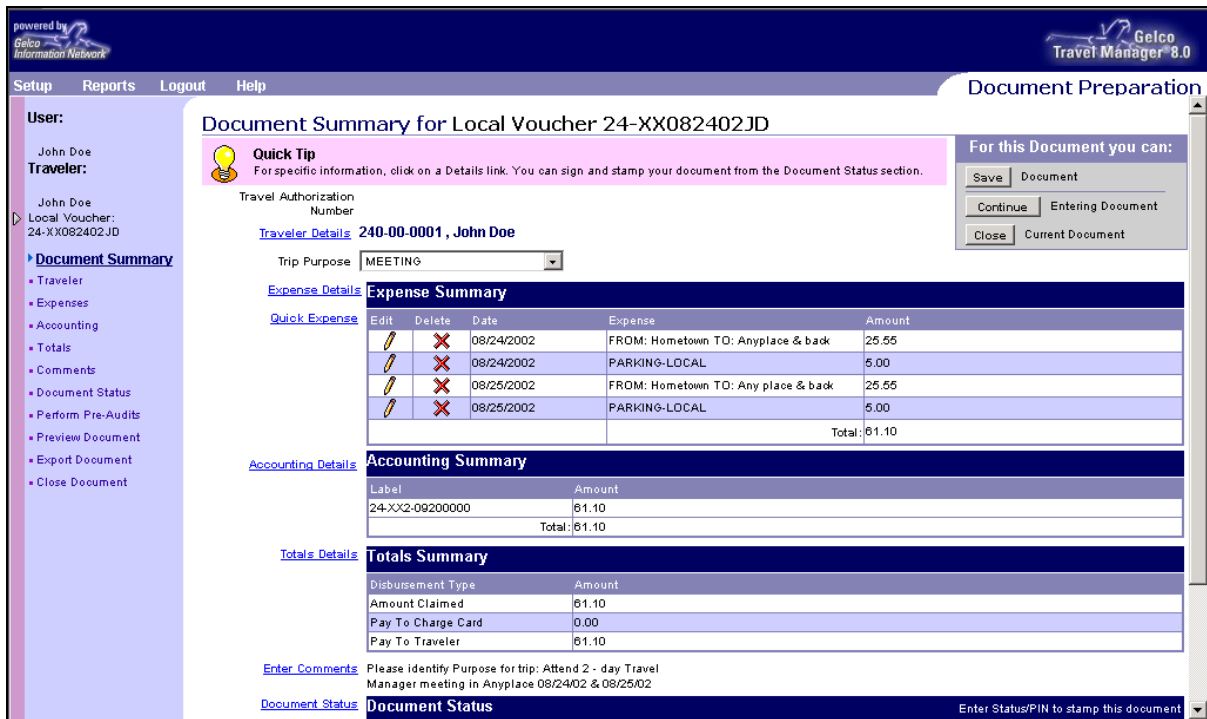

2. The **Traveler Listing (Open Document)** page will be displayed.
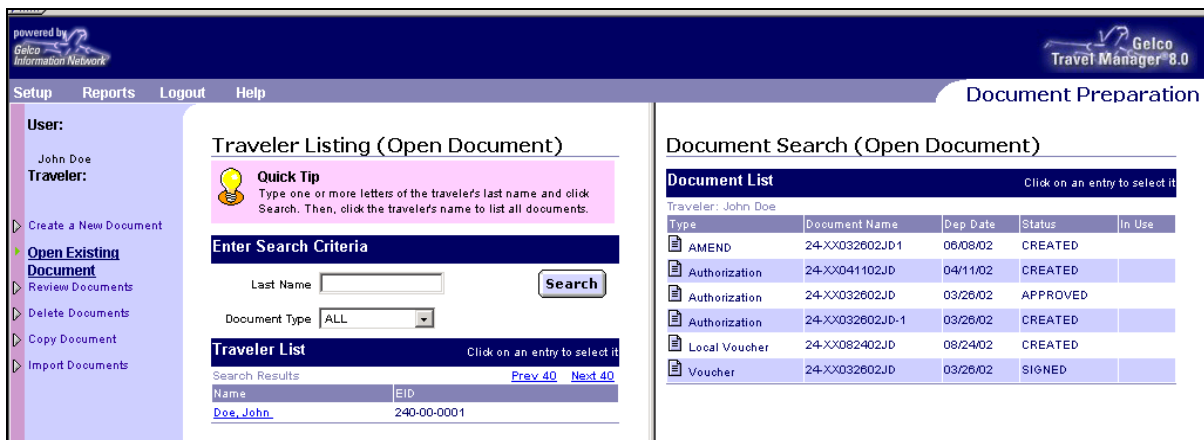
3. Click on the **Document** icon of the document just created. The **Open Document Signature** page will be displayed.

4. Click the [Get] **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to look the document (the document can be adjusted by entering the Signature PIN and clicking the [Sign] **to Review Document** button in the 'For this Document you can:' area in the top right). The **Document Summary** page will be displayed with (**View Only**) after the document name.

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